

## Summary of Changes to May 13, 2004 Version ECF Procedures Guides

- Section V, Part B, was revised as follows:

**DOCUMENTS TO BE FILED UNDER SEAL.** Notwithstanding agreement of the parties, no documents shall be filed under seal unless the assigned District or Magistrate Judge has first ordered such. All related documents that are not filed under seal are to be posted electronically on ECF. To indicate, on the ECF system, the existence of the conventionally filed document, attorneys must post a form, or placeholder, on ECF, under the appropriate event code (**the placeholder form is on the court's web site and is titled "Notice of Conventional Filing"**). For example, for a sealed exhibit, an attorney would select the event code 'exhibit' in ECF, file the one page form as their exhibit, then file their actual sealed exhibit in paper with the clerk's office. The placeholder is intended to indicate, on the record, the existence of the sealed document in the clerk's office. Upon receipt of the sealed documents, the clerk's office will note it on the record.

A party may seek leave of the Court to conventionally file documents that are too lengthy to electronically image, *i.e.*, "scan." See the Court's web site at [www.mnd.uscourts](http://www.mnd.uscourts) under the Forms link for the ECF Form entitled "Application to File Documents Conventionally" for posting on ECF. **Please complete the form with a detailed description why you are unable to scan the legal documents.** You must provide the assigned Magistrate Judge with 5 days to review this request before your filing due date; the Magistrate Judge will grant or deny the application with an order. If leave is granted, the filer shall file in accordance with the procedures in Section V.

- Section V, Part G, was revised as follows:
  - b. So that the court may have the flexibility to edit proposed orders, all proposed orders must be submitted in a word processing format. Judges will not accept proposed orders in PDF format. Listed below is the word processing program each Judge requires the proposed order to be saved in. **If you do not currently have Word or WordPerfect, you may select the "Save As" option in most word processing software and rename the document with a .wpd (WordPerfect) or .doc (Word) extension. You may also save a document in Rich Text Format with a .rtf extension.**
  - c. A proposed order shall be sent via Internet e-mail as an attachment to the e-mail address of the chambers of the Judge hearing the motion. When sending the document by e-mail, please include "Proposed Order - short case title and **case number**" (e.g., Proposed Order - Jones v. Smith) in the subject line. The chambers' e-mail addresses are as follows:

**ALL JUDGES LISTINGS WERE REVISED - PROPOSED ORDERS MAY BE SENT IN WORD OR WORDPERFECT FORMAT.**